



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Administrative Secretary 1 **PCN:** 102301  
(Non-Bargaining)

**DEPARTMENT/Location:** Northland Opportunity Center/Child Care **P. R.:** N5

**REPORTS TO:** Deputy Director, Child Care

**RESPONSIBILITIES:** Perform necessary and routine administrative tasks for the Child Care Department. Assist in the development and implementation of proper office management procedures. Respond to complaints/questions from governmental offices, citizens and other community organizations. Perform administrative tasks for the Administration offices and maintain confidential files. Plan and coordinate special projects. Coordinate meetings and staff training calendar. Act as receptionist, keep records, make appointments and travel arrangements for the Center Director. Perform all support functions for the Center's "I Care" program. Prepare certificates and reports.

**MINIMUM QUALIFICATIONS:** High School diploma or GED with one (1) year of office administration or clerical experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$13.56 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Thursday, January 21, 2016

**DEADLINE TO APPLY:** Wednesday, February 03, 2016

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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